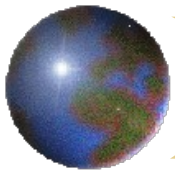


Environmental Management System

Awareness Training

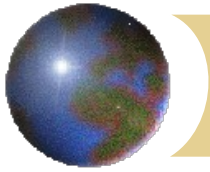
June 2002



Welcome to Environmental Management System Awareness Training

This one time training is required for all facility employees. This training resource is designed to acquaint you with the importance of this facility's Environmental Management System (EMS).

Be prepared to spend a maximum of 15 minutes to complete the training. When you are ready to begin, please read through the short series of informational pages that follow.

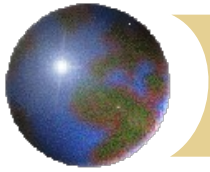


What is an EMS?

An EMS integrates the organization's environmental objectives with its overall business processes and systems, so that environmental considerations can become a routine factor in business decisions.

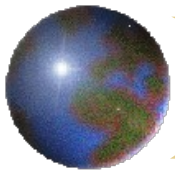
An EMS provides the framework for:

- Developing a system that will consistently address and resolve environmental issues.
- Establishing environmental objectives and targets.
- Demonstrating continual improvement of the system and our environmental performance.



Why Implement an EMS?

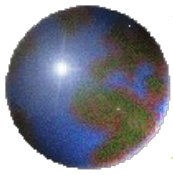
- It makes good business sense to integrate environmental management with our business processes.
- To demonstrate our commitment to the environment.
- To improve our environmental performance by managing the environmental impacts of our business operations.
- To be in compliance with Executive Order 13148, Greening the Government through Leadership in Environmental Management.



Benefits from Implementing an EMS

- Decreases environmental risk
- Improves compliance posture
- Improves relations with regulators
- Improves public perception
- Employee involvement

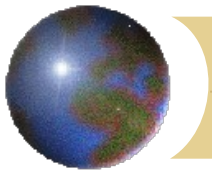
Implementing an EMS will enhance our control and understanding of how our operations affect the environment. Through the use of this system, we will proactively seek to improve our environmental performance.



Major elements of an EMS

The five major elements of an EMS are:

- Environmental Policy
- Planning
- Implementation and Operation
- Checking and Corrective Action
- Management Review

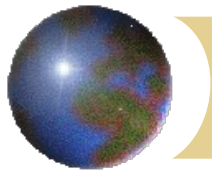


Environmental Policy

The Environmental Policy is an organization's statement of its intentions and principles in relation to its overall environmental performance. The Environmental Policy focuses on the following:

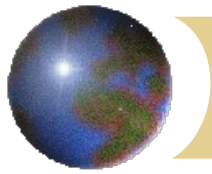
- Commitment to continual improvement
- Commitment to comply with relevant environmental regulations
- Commitment to ensure objectives and targets are met
- Communication to all employees, and available to the public

All employees are required to be familiar with this facility's environmental policy.



What is an Environmental Aspect?

- An environmental aspect is an element of an organization's activities, products or services that can interact with the environment. A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.
- An environmental impact is any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

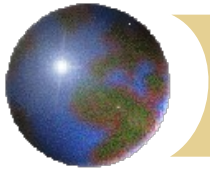


Significant Environmental Aspects

During the planning stage of implementing a facility's EMS, significant environmental aspects are identified. Examples of significant environmental aspects include:

- Hazardous Waste Generation
- Solid Waste Generation
- Energy Usage

These significant environmental aspects are associated with many of a facility's activities, products, and services.



Objectives and Targets

An EMS requires an organization to establish and maintain measurable objectives and targets for significant environmental aspects. Examples of objectives and targets to minimize significant environmental impacts include:

Objective: Reduce Hazardous Waste Generation

Target: Reduce Hazardous Waste Generation by 10% by 2005

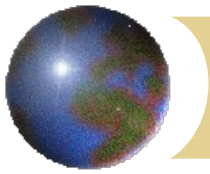
Objective: Reduce Solid Waste Generation

Target: Reduce Solid Waste Generation by 20% by 2005

Objective: Reduce Energy Usage

Target: Achieve a 10% reduction in end-use metered energy consumption by 2005

Performance indicators are identified to track the accomplishments of targets.



Environmental Operational Controls

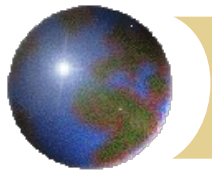
Environmental operational controls are the essential procedures an organization needs for implementing its policy, objectives and targets.

An operational control is a documented procedure that minimizes the environmental impacts associated with a significant environmental aspect. Operational controls apply to the process that produces the significant environmental aspect.

Examples of operational controls include:

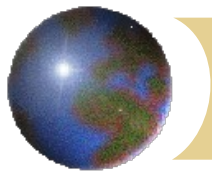
- Standard Operating Procedures
- Manufacture's Operating Instructions
- Permits
- Calibration Instructions

These are operational control because they establish



Corrective and Preventive Action

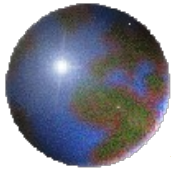
This facility has developed a Corrective and Preventive Action process to ensure the facility continually improves its EMS. When system deficiencies are encountered, corrective and preventive actions are initiated and documented to correct nonconformances and prevent them from recurring.



Employee Responsibilities

Each employee has the following EMS responsibilities:

- Adhere to the EMS Manual and Procedures.
- Understand your involvement in achieving the objectives and targets associated with the significant environmental aspects that affect your work activities.
- Comply with applicable federal, state, local, Department of Defense, and Navy regulations and policies.
- Continually improve your processes toward a goal of protecting the environment and improving environmental performance.
- Introduce environmental protection and pollution prevention early in the planning stages of all new facilities and programs.
- Report problems or concerns to your supervisor.
- Accept accountability for environmental performance.



Contacts

For further information you can contact the following:

Environmental Management System Program
Manager